

POLICE PERSONNEL SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Police Personnel Specialist exists is to perform pre-employment background investigations on potential Police employees and assist in the areas of recruitment, testing, and promotion. This classification is non-supervisory and receives general supervision from the Police Personnel Supervisor.

ESSENTIAL FUNCTIONS:

Explains policies and procedures to applicants; administers and reviews oral, written and physical fitness tests and provides feedback.

Schedules oral panel interviews; maintains detailed computerized record of applicants and current status in recruitment process. Prepares selection packages for approval by police management. Makes job offers and schedules applicants for physical; coordinates with staff to complete new hire paperwork.

Maintains confidential information and files. Follows current EEO and related federal, state, and local laws.

Manages contracts and maintains positive working relationships with vendors providing assistance to the department in applicant screening.

Represents the Police Department at job fairs. Develops recruitment materials and programs. Establishes and maintains liaison with faculty of state universities and community colleges involved in criminal justice education.

Prepares written reports for police management. Prepares and presents oral and written reports; analyzes methods, procedures and data to make sound decisions; appraises and organizes facts; develops; recommends and explains policies and procedures.

Reviews, comprehends and makes inferences based upon verbal and written information; prepares written and statistical reports; makes average difficulty mathematical calculations.

Listens and communicates effectively with City employees, departmental staff, and the general public.

Operates a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement.

Sorts, separates, arranges, files, and distributes applications, testing materials, and selection packets. Lifts and carries up to 40 pounds.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Legal requirements related to recruitment,
Microsoft Office products, in particular Word, Excel, and ACCESS.

Ability to:

Maximize the use of information technology skills in the performance of job duties; be proficient in report writing and research.

Plan, and schedule own work.

Prioritize simultaneous tasks independently.

Be detail oriented.

Demonstrate good follow through skills.

Enter data or information into a PC requiring continuous and repetitive arm, hand and eye movement.

Comprehend and make inferences from written material and verbal and/or written instructions. Communicate orally in-person, over the telephone, in writing to interpret and explain City Human Resources policies and procedures.

Demonstrate strong written/verbal presentation skills.

Education and Experience

Requires one to three years' para-professional personnel/human resources experience in recruiting, testing, and tracking. College coursework in human resources is desirable. Minimum of one-year police recruiting experience is highly desirable.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified